SECOND ANNOUNCEMENT: NASA LABORATORY ASTROPHYSICS WORKSHOP
~~~~~~
May 01 - 03, 2002   -   NASA-Ames Research Center, Moffett Field, California

This announcement provides information about:
- Abstracts (Due by Friday January 25th)
- Registration (Due by Friday March 29th)
- Meeting Format
- Venue
- Accommodations
- Publication of Proceedings
- Local Information

Other information about the Workshop (Purpose, Scientific and Local Organizing Committees, Agenda, etc…) is available at: http://www.astrochemistry.org/nasalaw.html

- ABSTRACTS

Submit your single-page abstract by Friday January 25th to: sacevedo@mail.arc.nasa.gov
You can prepare your abstract as either a LaTeX file or an ascii (text only) file (do not include any figures or tables nor use any special commands or style files).

For LaTeX, use the template at the end of this message to prepare your abstract; follow the instructions at the top of the form.

For ascii (text only), your abstract must be a single page including title, author(s) and affiliation(s).

The abstracts will be compiled into a booklet that will be provided to each participant at the workshop and will also be posted on the Workshop web page and on the NASA Astrophysics Data System (ADS) web page (http://adsabs.harvard.edu).

Note that most papers will be presented as posters (see "Meeting Format" below), however, the Scientific Organizing Committee will select some to be short oral presentations. Please let us know if you prefer a poster presentation. You will be notified by e-mail of the decision on your abstract February 28th.

- REGISTRATION

Please pre-register when you submit your abstract by completing the following short form; cut at the double lines, and e-mail it with your abstract to: sacevedo@mail.arc.nasa.gov

===

Last name:
Middle name/initial:
First name:
Affiliation:
Street Address: (insert your complete mailing address as it should appear for mail to reach you; separate it onto several lines if necessary)

City:
State:
Zip Code/Postal Code:
Country:
tel#:
fax#:
e-mail:
Citizenship*:
Abstract title:
Special requirements:

* Non-US citizens please contact Sara Acevedo as soon as possible for badging requirements.

===

Then mail your registration payment and a hardcopy of your registration form to:

Ms. Sara E. Acevedo
MS 245-1
NASA Ames Research Center
Moffett Field, CA 94035-1000
tel# 650-604-4223
fax# 650-604-6779
sacevedo@mail.arc.nasa.gov
(For overnight deliveries, indicate Room 230, bldg. N245)

The Registration Fee is $200.00 for those who register by Friday, March 29; after March 29, the fee is $250.00. Please make checks or purchase orders (POs) payable to "Astrophysics Workshop/S. Acevedo." We're sorry that we're not able to accept payment by credit card. We will send an email confirming your registration when we have received your payment.

- MEETING FORMAT

On both Wednesday May 1st and Thursday May 2nd, there will be two morning and two afternoon plenary sessions. Each plenary session will feature invited and contributed oral papers. Those papers to be presented orally will be selected by the SOC from the abstracts submitted by the January 25th deadline. All other papers will be presented at the Poster Sessions on Wednesday and Thursday evenings.

In the morning of Friday May 3rd, participants will split into topical breakout sessions to draft the Workshop report. The Friday afternoon plenary session will be devoted to presentations of summary reports from the breakout sessions and to writing a draft of the Workshop final report.

Details of the agenda will soon be posted at: http://www.astrochemistry.org/nasalaw.html

- POSTERS AND RECEPTION

The Poster Sessions will be held on the evenings of Wednesday May 1st and Thursday May 2nd immediately following the afternoon sessions and in the same building in which the Workshop is being held (MTCC).

A Welcome Reception will be held the evening of Wednesday May 1st during the poster session.

Each poster will be granted approximately 1.5-m square (4 x 4 ft). Each poster presenter is responsible for hanging and then removing his/her own poster materials. Posters can be hung beginning at 9:00 am Wednesday and must be removed by 10:00 pm Thursday. Push pins and tape will be provided.

- PROCEEDINGS

The papers presented by the invited speakers and 4-page (maximum) summaries of all the contributed papers (oral and posters) will be published as a NASA Conference Proceeding and will also be published by the NASA Astrophysics Data System (ADS @ http://adsabs.harvard.edu The deadline for submission of camera ready manuscripts is June 1st; detailed instructions will be provided later.

- VENUE

The workshop will be held at the Moffett Training and Conference Center (MTCC) at NASA-Ames Research Center, Moffett Field CA 94035-1000.

- ACCOMMODATIONS

Blocks of rooms have been reserved in the following hotels. Hotels in the Mt. View area book full months in advance, so please make your reservations as soon as possible. In order to get the rates shown below, you must indicate that you are attending the "NASA Astrophysics Workshop" and you must book your reservation before Monday April 1st.

Pacific Inn Motel
1984 W. El Camino Real
Mt. View CA 94040
650-967-6901
$69.00/night single
includes buffet breakfast
Also mention confirmation # HE0000

Crestview Hotel
901 E. El Camino Real
Mountain View CA 94040
650-966-8848
$79.00/night single
includes full breakfast
Also mention confirmation # D40000

American Inn
1012 W. El Camino Real
Mountain View CA 94040
650-961-6720
includes continental breakfast
$98.00/night single

Mt. View Inn Motel – Best Western

2300 W. El Camino Real
Mt. View CA 94040
650-962-9912
$99.00/night single; $109.00/night double
includes hot breakfast
http://www.bestwestern.com
(enter 'Mountain View'/'California'/'United States' in the 'Find a Hotel' windows)

Wild Palms Hotel
910 E. Fremont Ave. (One block off E. El Camino Real)
Sunnyvale CA 94087
1-800-538-1600
$109.00/night single or double
includes hot breakfast
http://www.wildpalmshotel.com

Hotel Avante
860 E. El Camino Real
Mt. View CA 94040
1-800-538-1600
$139.00/night single or double
includes hot breakfast
http://www.hotelavante.com

- GETTING AROUND & LOCAL INFORMATION

Moffett Field/Mountain View is midway between San Francisco and San Jose airports. Rental cars are recommended for transportation between the airports, hotels, and the meeting site. Airport shuttles are available from Super Shuttle (415-558-8500 or 650-558-8500) and South Bay Airport Shuttle (408-559-9477).

Information on other hotels and further useful local information is available at:
http://www.arc.nasa.gov/about_ames/visiting_ames.html

- LaTeX TEMPLATE

```
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%
% LaTeX abstract form for NASA Laboratory Astrophysics Workshop
%
% Please enter the title, author(s), institution(s), abstract,
% references, and acknowledgements in the blank lines indicated below.
% E-mail the LaTeX file (only) to: sacevedo@mail.arc.nasa.gov
%
% Please do not delete or change any characters in this template.
%
\documentstyle[twoside,12pt]{article}
\pagestyle{empty}
\oddsidemargin=0.0mm
\evensidemargin=0.0mm
\topmargin=-12mm
\textheight=215mm
```

```
\textwidth=165mm
\parindent=10mm
\def\hi {\noindent \hangindent=10mm \hangafter=1}
%
\begin{document}
\parskip=1mm
\begin{center}
\large
\begin {bf}
%
% Put your title in the blank line below.

%
\end {bf}
\normalsize
\par
\bigskip
%
\parskip=0pt
%
% --------------------------------------------------------------------------
% enter author(s) at first institution on the blank line below

\par{\em
% enter institution on line below

}\par
\medskip
% enter author(s) at second institution on the blankline below

\par{\em
% enter second institution on line below

}\par
\medskip
% --------------------------------------------------------------------------
\end{center}
\parskip=\medskipamount
\par
% Please enter your abstract in the space provided below, creating
% additional space as necessary. Any characters that are recognized by
% standard Latex are permissible:
\noindent

\par    % use between paragraphs if necessary

% leave next line blank

\vspace{2mm} \small
\setlength{\parskip}{0mm}
\noindent{\bf References}:
% leave next line blank

\hi
```

```
% first reference on the blank line below

\par
\hi
% second reference on the blank line below

\par
\hi
% continue if necessary

\par
\vspace{1mm}
\noindent{\bf Acknowledgments}:
% leave next line blank

\noindent
% enter acknowledgements on line below

\end{document}

%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%
% We recommend that you process this form through Latex and print it out,
% to verify that it is correct. Please restrict this abstract form to one
% printed page. Send only the Latex file, not the postscript file.
%
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%
```